Montana
Office of Public Instruction
Denise Juneau, State Superintendent

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MEMORANDUM

To: District Authorized Representatives

From: Karen B. Crogan, Data and Accountability Specialist

Date: August 15, 2011

Re: School Discipline Registered User Verification

I would like to congratulate all districts for complying with the requirement to complete and submit school and district discipline reports. I hope this trend continues through the coming school year.

Let me start by announcing that School Discipline is now a Web-based application. Access will be through an Internet UR instead of going through the Citrix Gateway. The new application utilizes a role-based security protocol. Approved users will receive a User Name from the OPI. New passwords will be generated internally by the application upon request and e-mailed to the user. Because this security protocol is also used by other OPI applications such as MAEFAIRS, Transportation, and Traffic Ed, a clarifying memo will accompany each individual's user login notification.

This email has an attached report listing the names of last year's registered users by school. Please print a copy, review it carefully, and make corrections by crossing out the name(s) of anyone that has left or is no longer entering discipline data. Use the blank lines on the report to add new users for the school(s) and district(s) to which they will be assigned.

It's important to note that school-level access will only allow data entry and submitting to the district. District-level access will be limited to viewing reports and submitting data to OPI at the end of the school year. All schools MUST be submitted individually before the district will be able to submit.

When the review is complete, please make any necessary corrections, and sign and fax the report to me at the OPI so that the User Names can be generated and the assignments that you have authorized can be made.

Schools are encouraged to enter data as soon as possible following an incident. This application now uses AIM student data, which are current as of the date of data entry, so the practice of waiting until the end of the school year to enter all incidents will no longer be appropriate. Enrollment or program changes that occur between the date of the incident and the date of data entry could affect the school's ability to enter data. Any errors in the student data must be made in the AIM system and will not be available to the school discipline application until the next business day.

This year the application is scheduled to open September 12, 2011 and will close June 30, 2012.

To summarize: the district **Authorized Representative <u>must sign</u> the Verification Report and <u>fax it to the OPI</u> by September 6, 2011** even if there are no changes. Users will not receive logins or have assignments made until the report is received.

If you have any questions regarding the information in this notice, please contact me by e-mail kcrogan@mt.gov or by telephone (406) 444-0685.

Thank you.
Attachment